Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090092-7

REPORTS INVENTORY

CONTROL NO. DD5/OC...

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

TDY STANDBY

2. TYPE OF REPORT: XX STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: XX PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify) XX COMMUNICATIONS

4. NO. OF COPIES PREPARED: TWO

5. FREQUENCY (weekly, monthly, quarterly, etc.): ANNUALLY

6. DISTRIBUTION (No. of components not number of copies): OC-A

7. FORMAT (memorandum, form computer print-out, etc.): MEMORANDUM

8. ADP PROCESSING: YES; XX NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: D/CO

10. PREPARING COMPONENT (Include lowest level contributing information to report): DC/OC-CS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	12.10		1/2 hr		6.05		once yr.		6.05
GS-06	3.75		1/2 hr		1.85		once yr		1.85
									7.90 TOTAL

B. COSTS OF COMPUTER PRODUCED REPORTS

					# 2,065.46

43 TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- [ ] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS; DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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FORM 142

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